

ASPIRA, Inc. OF NEW JERSEY

EXECUTIVE OFFICE
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LEADERSHIP
THROUGH
EDUCATION

NOEMI VELAZQUEZ
CHAIRPERSON

ROBERTO DEL RIOS M.S.W.
EXECUTIVE DIRECTOR

BOARD OF DIRECTORS

CARLOS I. ALMA

LOURDES ARROYO

HECTOR BONILLA

GENE CALDERON

ANTONIO CARDONA

WILLIAM CRUZ

MERCEDES DEL VALLE RANA, Ed.D.

MARYBEL HERNANDEZ

HECTOR ORTIZ

ANIBAL RAMOS

MARGARET ROSARIO-RIVERA

MIRNA RIVERA

IVETTE D. SANTIAGO-GREEN, ESQ.

**ASPIRA, Inc. of New Jersey
Board of Directors Meeting
January 15, 1997**

MINUTES

Board Members Present:

Rolando Velazquez, Hector Bonilla, Noemi Velazquez, Anibal Ramos, Mercedes Del Valle Rana, Marybel Hernandez, Maria H. Colon, Ivonne Cruz, Carlos J. Alma, Jorga Cruz, Hector Ortiz

Board Members Absent:

Gene Calderon

Staff Members Present:

Roberto Del Rios, Anandi Kimmal

I. CALL TO ORDER:

The meeting was called to order by Noemi Velazquez at 6:55 p.m. Board Members participated in a moment of silence, in honor of Alfredo Santiago, who passed away recently.

II. WAIVER OF NOTICE:

All Board Members indicated that they were duly notified of the meeting.

III. APPROVAL OF AGENDA:

Noemi recommended that additions be made to the agenda to discuss promptness at meetings and the Camden Center. Mercedes Del Valle Rana made a motion to accept the Agenda (with the additions). Yvonne Cruz seconded the motion. The motion was passed unanimously.

IV. APPROVAL OF MINUTES:

Noemi Velazquez mentioned that the Jersey City reception needed to be described in detail (i.e., who attended the reception, etc.). She also stated that the minutes should mention that on December 6th, she and Roberto attended a reception hosted by Mayor Vas of Perth Amboy. Mercedes made a motion to approve the minutes with the necessary changes and additions. Ivonne Cruz second the motion. The motion was passed unanimously.

V. THE AUDITOR'S REPORT

Roger Masch presented the audit for the fiscal year ending 6/30/96. He reviewed (1) his report of our financial statements; (2) the report on our internal controls; and (3) the report on our contract compliance. He stated that when voting on a program budget that requires matching funds (e.g., the AmeriCorps Program), the Board must know where the match comes from. Roger also discussed the documentation of ASPIRA activities, and noted that some statistical data was not consistent.

Roger also stated that in 1997, the OMB will implement new standards for fiscal audits. In some respects this reflects moving away from uniformity towards greater flexibility. The OMB is in the process of rewriting its circular, which must be completed by June 30th, although Roger thinks it won't be ready by that time. The financial statements will be changed. The statement of cash flows must indicate exactly where the cash went. The body of standards/controls will also be changed. Roger remarked that it was fortunate that we have only one system of internal controls. Roger also stated that we shall now have to put into the small financial statement, that a larger, more detailed report is available upon request.

Hector Bonilla made a motion to accept Roger's report. Rolando Velazquez second the motion. The motion was passed with 1 abstention.

VI. CHAIRPERSON'S REPORT:

Noemi Velazquez had a meeting with the Jersey City Board of Education. She asked whether they could help with advice for fund raising. She was given a copy of a grant application for the Hasen Foundation Grant. A letter of intent will be submitted to the Foundation, followed by the proposal.

Noemi announced that Carlos Hernandez, president of Jersey City State College, has been elected to the Board of Managers of the Provident Savings Bank. She distributed a newspaper clipping with an article about Dr. Hernandez. Noemi requested that the Executive Director send letters with congratulations to both Dr. Hernandez and to the Provident Savings Bank.

Hector Ortiz drafted a letter to the Newark Board of Education. Naomi had edited the letter and will send it to Roberto to forward to the Newark Board. Naomi, Roberto and Maria Colon will attend a community forum with Dr. Hall on January 27th.

Jorge Cruz sent a memorandum with recommendations for new standard operating procedures for the agency and for Board Members to sign Service Agreements. This matter will be discussed under New Business.

VII. EXECUTIVE DIRECTOR'S REPORT

Roberto Del Rios presented the Mid-Year Program Report for FY 1996-97. He presented statistical information about the number of service units provided at our centers, and the ethnicity of our students. He remarked that a number of African American students have been recruited for Camden. He also noted that Jersey City, Paterson and Trenton Centers each have only one counselor, limiting the number of students who can be served. He also remarked that through the AmeriCorps Program, we're doing a lot of work with students both in the classroom and after school.

Roberto has scheduled several meetings. He will meet with Jerome Graco of the First Union Bank regarding Mr. Graco becoming involved with ASPIRA's Corporate Advisory Board. Roberto is also meeting with Ivette Mendez of the Star Ledger regarding our marketing plans.

Roberto informed the Board Members that the Partnership in Philanthropy (PIP) Workshops are again being offered. Board members are invited to attend the workshops, which run all day, both during the week and on Saturdays. United Way is offering scholarships for the Fundraising Fundamentals course. If we sign up for the course, two Board members can attend alternate workshops. The course is offered weekly on Tuesday evenings.

Roberto introduced the Development Officer, Anandi Kimmel, who presented a Mid-Year FY 1996-97 Report about the proposals for government, corporate and foundation grants that have been submitted during the past 6 months. To date, we have received a total of \$51,325 in unrestricted funds; and \$238,876 in restricted grants. The total amount of unrestricted grants pending is \$34,000; and the total amount of restricted grants pending is \$623,694. We have secured funding from a number of new sources, and shall continue to look for other new funding sources. Jorge Cruz has been very helpful in suggesting new contacts to the Development Officer.

VIII. ASAB REPORT:

No report was given.

IX. COMMITTEE REPORTS

Personnel Committee

No report was given.

Development Committee

Through the efforts of Jorge Cruz, CoreStates Bank and the Summit Bank have agreed to sponsor the luncheon, each donating \$3,000. He also drafted a letter to Mayor Joseph Vas, of Parth Amboy, requesting his support for our 20th Luncheon by contacting the following 2 corporate sponsors: ETC Management, and Ideal Farms/Tropical Cheese. Jorge also wrote sample letters to the two Corporations.

Luncheon Committee

The next meeting of this committee is on Wednesday, January 22nd at 6:30 p.m. All members are welcome to attend. Discussion ensued as to who would be the keynote speaker for the luncheon. Bill Bradley or Congressman Luis Gutierrez were suggested as possibilities.

Programs Committee

Yvonne Cruz is meeting with the program directors. She would like to schedule a Hall of Fame Dinner for August of this year.

Public Relations Committee

The committee has been busy working on the New Jersey NETS Game fundraiser. The deadline date to turn in orders for tickets is February 15th.

X. OLD BUSINESS

Noemi stated that the letter to the Newark Public Schools has been prepared.

XI. NEW BUSINESS

The next Board meeting (February 1997) is in Paterson. The meeting will again be preceded by a reception. Discussion ensued as to who to invite to the reception. The following persons were among those suggested to be guests: Maria Magda, Joa Torres, Paterson City Council Members; Marty Barnes, Acting Mayor of Paterson; and Eli Burgos.

Jorge Cruz suggested forming a committee to develop Standard Operating Procedures (SOPs) and a Service Agreement for Board Members to sign is to be drafted. Discussion ensued about the SOPs. Mercedes Del Valle Rana made a motion that (1) we incorporate the SOPs into the Board operations and (2) we draft

the agreement with the board member. Jorge Cruz second the motion. The motion was passed unanimously.

Hector Ortiz stated that the late Alfredo Santiago was instrumental in bringing ASPIRA to Camden. Hector Bonilla made a motion to rename the Camden Center in memory of Alfredo Santiago. Hector Ortiz second the motion. After a lengthy discussion among Board Members about when to do this, they all voted in favor of the motion. Hector Bonilla will head a committee which will plan all aspects of this endeavor and discuss our plans with Alfredo's family at a time that is deemed appropriate.

Maria Colon brought up the matter that members frequently come late to board meetings, and that this presents a poor image to visitors. Discussion ensued about timeliness problems with which members are confronted because of their jobs. Naomi felt that all concerns were legitimate. She suggested that perhaps at future meetings some items on the Agenda can be discussed without a quorum. The importance of informing Roberto ahead of time if members plan to be late or absent, was emphasized. If we know ahead of time that we won't have a quorum, then the meeting can be cancelled.

The Executive Meeting has been scheduled for the same day as the Luncheon Committee Meeting--January 22nd. The Luncheon Committee will meet from 6:30 pm to 7:00 p.m. and the Executive Committee will meet from 7:00 p.m. to 7:30 p.m.

XII: ADJOURNMENT:

Ivonne Cruz made a motion to adjourn the meeting. Maria Colon second the motion. The motion was passed unanimously. The meeting was adjourned at 9:45 p.m.